

Date: \_\_\_\_\_

TO: Amy L. Rothrock, Freedom of Information/Privacy Act Officer

U.S. Department of Energy, Oak Ridge Operations Office

Post Office Box 2001, Oak Ridge, Tennessee 37831-8510

Toll-free 1-800-382-6938 and press 7 or (865) 576-1216 Fax: (865) 576-1556 Email:  
[rothrockal@oro.doe.gov](mailto:rothrockal@oro.doe.gov)

Dear Ms. Rothrock:

**PRIVACY ACT REQUEST** - I would like to request a copy of my

\_\_\_ OPM Background Investigation \_\_\_ personnel security file

\_\_\_ payroll records \_\_\_ personnel records \_\_\_ medical records \_\_\_ Beryllium Testing Records

\_\_\_ radiation exposure records \_\_\_ industrial hygiene records \_\_\_ Chest X-rays

The following information should provide you with everything you need to process this request.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Badge Number (if known): \_\_\_\_\_

Employed By Plant, Company, Site or State: \_\_\_\_\_

Year Employment Started (if known): \_\_\_\_\_

Year Employment Ended (if known) or Current Employee: \_\_\_\_\_

To verify my identity for Privacy Act purposes, if applicable, (1) I have completed this form and had it notarized; or \_\_\_\_\_ (2) I have enclosed, or (3) \_\_\_\_\_ will send or fax , or (4) \_\_\_\_\_ will provide upon receipt of the records in person, a copy of a document containing my current address and signature such as a driver's license, passport, or voter registration card. I understand that a copy of my driver's license is required for retrieving my OPM Background Investigation.

When the above requested records are found, please (1) \_\_\_\_\_ contact me at the number below to pick them up in person, or (2) \_\_\_\_\_ forward them to me or another person I have designated to receive my records on my behalf at the following address:

Name and Address:

\_\_\_\_\_  
\_\_\_\_\_

I can be reached at the following phone number(s) \_\_\_\_\_ or email  
\_\_\_\_\_ if any further information is needed.

Signature:

\_\_\_\_\_

Enclosure if applicable

- - - - -

### **Privacy Act Statement**

Pursuant to Section 552 and 552a of Title 5 of the U.S. Code and 10 CFR 1004 and 10 CFR 1008, this information is maintained in Department of Energy Privacy Act System of Records DOE-55 Freedom of Information and Privacy Act Requests. The purpose for collection of personal information from individuals requesting copies of records from the Department of Energy (DOE) under the provisions of the FOIA and the Privacy Act is to record, control, and determine the status of FOIA and Privacy Act requests; produce statistical reports; and provide a data source for management information. The categories of information collected include the name address, and telephone number of the person requesting records; a description or identification of the records requested, including but not limited to social security numbers or other personal identifying information; and fee data. Records may be retrieved by name of requester and an assigned request control number. Access is limited to those whose official duties require access to records in this System. This information may also be disclosed as a routine use to another Federal agency when consultation or referral is required to process requests; a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member with respect to the subject matter of the record; and to Department of Energy contractors in the performance of their contracts and their officers and employees who have a need for the record in the performance of their duties. Additional disclosures of this information may be made as a routine use in court or administrative proceedings when such disclosure is: (1) relevant to, and necessary for, the proceeding; (2) is compatible with the purpose for which the Department collected the records; and (3) the proceedings involve; (a) the Department, its predecessor agencies, current or former contractors of the Department, or other United States Government agencies and their components, or (b) a current or former employee of the Department and its predecessor agencies, current or former contractors of the Department or other United States Government agencies and their components, who is acting in an official capacity, or in any individual capacity where the Department or other United States Government agency has agreed to represent the employee.